

**UNITED STATES DISTRICT COURT
FOR EASTERN DISTRICT OF NORTH CAROLINA
OFFICE OF THE CLERK**

**CAROL M. MORGAN
ACTING CLERK**

**P. O. BOX 25670
RALEIGH, N.C. 27611
919-645-1700**

MEMO

DATE: December 8, 2003

TO: Members of the Bar of the Eastern District of North Carolina

FROM: Carol M. Morgan, Acting Clerk

RE: Attorney Database Update and Standing Order by Chief Judge Boyle

A "Standing Order on the Bar of the Eastern District of North Carolina" has been issued by Chief U.S. District Judge Terrence W. Boyle. This order requires that all members of the Bar of the Eastern District of North Carolina supply up-to-date contact information to the clerk of this court to remain listed as an active member. A copy of Chief Judge Boyle's order along with this memo is being sent to all members of the Bar of the Eastern District of North Carolina.

To comply with Chief Judge Boyle's order you may use the lower portion of this memo to update your information and supply any additional information. If you receive multiple copies of the mailing please return the lower portion of all the memos and note what is correct or incorrect and supply any missing information. Updated information and forms may be delivered to the Clerk's offices in Raleigh, Greenville, or Wilmington, or they may be mailed to the following address:

Clerk's Office
U.S. District Court
Eastern District of North Carolina
Attorney Information Update
P.O. Box 25670
Raleigh, NC 27611

An email address (NCED-Attorney-Update@nced.uscourts.gov) has also been established if you would prefer to supply all of the information electronically.

Name:.....

Bar Number:.....

Telephone Number:.....

Fax Number:.....

Email Address:.....

Business Address:.....

Legal Address.....

Comments:.....

Signed:.....